

Formal Complaint Regarding Fraudulent Charges

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Customer Service Department
[Company Name]
[Company Address]
City, State, Zip Code

Dear Sir/Madam,

I am writing to formally complain about fraudulent charges on my account. I discovered these unauthorized transactions on [date of discovery] and have not authorized any of these charges.

The details of the fraudulent charges are as follows:

- Transaction Date: [Insert Date]
- Transaction Amount: \$[Insert Amount]
- Description: [Insert Description]

I kindly request that you investigate this matter immediately and provide a resolution. I expect a refund for the amount charged and assurance that my account will be secured against further fraudulent activities.

Please find attached copies of my account statement highlighting the disputed charges. I look forward to your prompt response.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]